



Chapter 10

Essential Driver Information

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LICENSE RENEWAL

A valid license must be carried at all times when driving (N.J.S.A. 39:3-29). It is important to remember to renew the license before it expires. If a driver license is not renewed for three years, or if the motorist may not renew due to a license suspension, he/she must reapply and retake the vision screening and written and road tests (N.J.A.C. 13:21-8.17). It is the responsibility of the motorist to renew his/her license. Renewal notices are sent to motorists up to 90 days prior to the expiration date. If a renewal form is not received by mail, a form may be obtained at any MVC agency. When renewing a license, a motorist must bring his/her expiring license, a completed renewal form and the documents required by 6 Points of ID Verification (N.J.A.C. 13:21-8.2) to any MVC agency. When a basic license is renewed, any endorsements (motorcycle, commercial vehicle, boat) must also be renewed in order to drive or operate the endorsed vehicle.

If a motorist enters the military and has a valid New Jersey license, he/she should renew the license before it expires. Most licenses may be renewed up to six months in advance of expiration.

PERMIT, NON-DRIVER ID AND LICENSE UPDATES

Information on a permit, driver license or non-driver ID must be accurate. Changes and corrections should be reported to the MVC immediately.

ADDRESS CHANGES

If a motorist moves within New Jersey or out of state, he/she must report the address change within one week (N.J.S.A. 39:3-36) by any of the following:

- Visit an MVC agency with 6 Points of ID Verification (N.J.A.C. 13:21-8.2) and proof of address change. (A new driver license will be generated for a fee of \$11).
- Submit the request in writing to the MVC Database Unit, P.O. Box 141, Trenton, NJ 08666-0141. (Include copies of 6 Points of ID Verification and proof of address change).
- Submit the change online at **www.njmvc.gov**.
- Call **(888) 486-3339** (toll-free in New Jersey) or **(609) 292-6500** (out of state).

All motorists who make address changes via mail, Web site or phone will receive address change verification stickers in the mail. The sticker is to be attached to the back of the driver license and to the back of any vehicle registrations in the motorist's name.

NAME CHANGES

If a motorist changes his/her name legally (through a divorce, marriage, adoption or by legal name change) or changes the name of his/her corporation, the name change must be reported to the MVC within two weeks (N.J.S.A. 39:3-9a). Personal name changes may only be made in person at an MVC agency or regional service center. U.S. passports cannot be used as proof of legal name change. Proof of address and 6 Points of ID Verification (N.J.A.C. 13:21-8.2) are required, including a certified copy of the document for the name change. If a new Social Security card with the new name has not been received, the motorist should contact the Social Security Administration at **(800) 772-1213**.

CORPORATE NAME/ADDRESS CHANGES

Corporate name changes or changes of address must be made by mail. A company officer must, within seven days, write and sign a letter on company letterhead that includes the:

- Corrcode number
- Former and new company name
- New company address in New Jersey (P.O. box and street)
- Phone number
- Previous address (if applicable)
- Proof of age and identification of company officer
- Name-change papers from the Treasury Department's Commercial Recording Section.

This information may be submitted to:

MVC Database Correction Unit

P.O. Box 141

Trenton, NJ 08666-0141

LOST OR STOLEN PERMITS, NON-DRIVER IDS AND LICENSES

New Jersey law requires that a motorist carry a validated permit when he/she practices driving and a valid license when driving (N.J.S.A. 39:3-29). In the event that the permit is lost or stolen, any MVC agency will issue a duplicate permit for any class vehicle for \$5. A motorist must provide proof that he/she is 17 years or older and have proof of identity, as described in the preceding pages. A licensed driving instructor must apply for the duplicate if the motorist is under 17 years old.

A lost or stolen driver license or non-driver identification card should be reported to the police. The applicant must appear in person at any agency to obtain a duplicate license or identification card. To ensure that someone does not secure a document in another individual's name, the applicant must show 6 Points of ID Verification. The replacement fee for a lost or stolen license or identification card is \$11.

PERMIT, NON-DRIVER ID AND LICENSE CORRECTIONS

If a motorist requires a change to his/her name or address or other personal data, the MVC will correct the permit, non-driver ID or driver license. Follow the chart on this page. Proofs must be original documents or certified copies with the required state or municipal raised seal. Ceremonial documents, such as baptism certificates or religious marriage certificates, are not valid proof.

ITEM	REASON	PROOF
Name	Marriage/Civil Union	Birth certificate or certified copy, plus marriage or civil union certificate
	Divorce	Birth certificate or certified copy, marriage or civil union certificate, divorce decree noting name change
Date of birth	Adoption	Birth certificate or certified copy, court adoption papers
	Legal change	Birth certificate or certified copy, certified court order
	Correction	Birth certificate or certified copy, Department of State birth certificate, U.S. passport, alien registration card, U.S. citizenship papers, active military ID card, U.S. adoption papers, military discharge papers (DD214), U.S. naturalization certificate
Address	Moved	Bank statement, utility bill, official government mail
Social Security	Correction	Social Security card
Weight, height	Correction or change	None required
Sex	Medical sex change	Amended certified birth certificate

Replacement fees are \$11 for duplicates, replacements, permits and non-driver IDs. Handicapped non-driver IDs are \$7 for a duplicate and \$9 for a change.

AMERICANS WITH DISABILITIES ACT

The MVC complies with the Americans with Disabilities Act (ADA), the law that states government agencies cannot deny programs and activities to anyone because of disabilities. Everyone who uses government services should have the right to independent access to information. One example is that disabled people can access information about permits, licenses, vehicle inspection and registration, driving laws and regulations. Some programs the MVC provides are:

- Teletype digital display (TDD) machine phone access to general information
- Two 24-hour general information lines
- MVC Web site
- Physical access to MVC facilities and parking
- Clear and concise publications in English (some in Spanish)
- Oral, written and automated driver testing
- Availability of placards and license plates for disabled persons; non-driver identification cards

ORGAN DONATION

Possessing a driver license can save lives through organ and tissue donation. One organ and tissue donor can save or enhance more than 50 lives. The State of New Jersey and the U.S. government passed the Uniform Anatomical Gift Act, which allows an individual to donate his/her organs upon death.

An individual's decision to be an organ donor can make a difference in lives throughout New Jersey and across the nation. Right now, tens of thousands of people are awaiting organ transplants, while thousands more are in need of tissue and corneal transplants. The shortage of donors is so severe that every day, 18 people die waiting for organs that could save their lives. You can give the gift of life simply by agreeing to become a donor.

Saying "yes" to organ and tissue donation is an important decision for everyone, including the more than 4,200 New Jerseyans who are waiting for organs. Learn more about being an organ donor. Get the answers and have the power to give others the most precious gift: life.

Most people do not realize that all major religions support organ donation and consider it the greatest gift a person can give. Anyone can decide to be a donor, even in cases of hepatitis and diabetes. There are no costs to the family for donation, and it will not affect funeral arrangements. Age, gender, race, ethnicity or wealth do not affect who receives available organs.

When applying for a driver license for the first time and each time it is renewed, MVC staff will ask if the applicant would like the Organ Donor designation to appear on his/her license. If the individual is 18 years or older and agrees by saying yes, he/she is legally consenting to the donation of organs and tissue. This is an important decision to share with family.

For more information about organ and tissue donation, please visit **www.donatelifenj.org**.

VOTER REGISTRATION

To expedite the voter registration process, the MVC sends voter registration applications with all driver license renewals and changes of address. In a further effort to encourage all qualified citizens of New Jersey to register to vote, the MVC has voter registration applications at all its agencies. These applications can be used by eligible residents while conducting licensing transactions. The information collected from the voter registration application is transferred to the New Jersey Attorney General's Division of Elections for input into the statewide Voter Registration System.

MAPS

Maps are used by motorists to guide them in their travels. The N.J. Department of Transportation publishes an official transportation map and guide for highways and public transit. It also contains useful tips on a wide array of cultural, recreational and historical attractions that make New Jersey special. To obtain a map, call (800) Jersey-7 (800-537-7397).

Motorists should keep maps of their destinations in their vehicles and should know how to read them. Maps are easy to use. For example, to find a town, a motorist may use the map's index, which notes a letter and number after the town's name. The motorist can then match each to the numbers and letters on the sides of the map. The lines that cross the map from that number and letter combination form a defined area. This will help locate a town in that squared-off area of the map.

